

**IT IS THE VENDOR'S RESPONSIBILITY TO
CHECK FOR ADDENDA PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS
SPECIFICATION NO. 04-164**

The City of Lincoln intends to purchase and invites you to submit a sealed bid for:

**THE ANNUAL REQUIREMENTS
FOR
RENTAL OF MAINTENANCE UNIFORMS
(STARTRAN)**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S
SPECIFICATIONS ATTACHED**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, **July 21, 2004** in the office of the Purchasing Agent, 440 S 8, Ste 200, K Street Complex, Southwest Wing, Lincoln, Ne. 68508. Bids will be publicly opened and read in the Conference Room.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

**SPECIFICATIONS
FOR
RENTAL UNIFORMS**

1. GENERAL

- 1.1 Contractor must pick up soiled uniforms and deliver all clean uniforms once a week.
- 1.2 StarTran will furnish all necessary bags and racks for soiled uniforms.
- 1.3 Each individual's uniforms will be returned on hangers tied together and marked by name and number.
- 1.4 Contractor shall count in and out all uniforms by employee.
 - 1.4.1 A record of this count shall be given to the City's representative on a weekly basis.
- 1.5 All uniforms must be dated as to when put in service.
 - 1.5.1 Any codes used shall be explained ahead of time.
- 1.6 Shortages shall be made up within 24 hours unless there is not enough uniforms to allow the employee to work, in which case overnight delivery or loaner will be supplied.
- 1.7 The term of agreement shall be for one year, beginning October 1, 2004 through September 30, 2005; with options to renew for three (3) additional one year terms.

2. MATERIAL SPECIFICATIONS

2.1 Technician's Uniforms

2.1.1 Shirts

- 2.1.1.1 Medium blue in color (new to start).
- 2.1.1.2 Short or long sleeve option, year round.
- 2.1.1.3 Shall be 65/35, polyester/cotton.
- 2.1.1.4 Standard industrial rental work type, 7 button front.
- 2.1.1.5 White name patch to be provided by contractor at no cost to StarTran and sewn on using medium blue thread above left pocket.
- 2.1.1.7 StarTran logo and award emblems to be provided by StarTran and sewn on by contractor on the right upper breast opposite and in line with name tag.

2.1.2 Pants

- 2.1.2.1 Navy blue in color (new to start).
- 2.1.2.2 Shall be 65/35, polyester/cotton.
- 2.1.2.3 Permanent press.
- 2.1.2.4 Two front and two rear pockets.
- 2.1.2.5 Button or hook type waist closure with zipper.
- 2.1.2.6 Belt loops.
- 2.1.2.7 Standard industrial rental work type.

2.1.3 Coveralls

- 2.1.3.1 Navy blue in color (new to start).
- 2.1.3.2 Shall be 65/35, polyester/cotton.
- 2.1.3.3 Permanent press.
- 2.1.3.4 Two front and two rear pockets.
- 2.1.3.5 Name and logo patches per Section 2.1.1.5 and 2.1.1.6.
- 2.1.3.6 Zipper front.

2.2 Supervisor's Uniforms

2.2.1 Dress Shirts

- 2.2.1.1 Various colors
- 2.2.1.2 Short or long sleeve optional year round
- 2.2.1.3 65/35 polyester/cotton blend

2.2.2 Knit Shirts

- 2.2.2.1 Various colors
- 2.2.2.2 Short sleeve
- 2.2.2.3 50/50 polyester/cotton blend

2.2.3 Dress Slacks

- 2.2.3.1 Various colors
- 2.2.3.2 Choice of 100% cotton, or 65/35 polyester/cotton blend
- 2.2.3.3 Permanent press
- 2.2.3.4 Two (2) front pockets and two (2) rear pockets
- 2.2.3.5 Button or hook type waist closure, with zipper
- 2.2.3.6 Belt loops

3. MEASUREMENTS

- 3.1 Contractor must measure each individual at StarTran Bus Garage at 710 "J" Street.
- 3.2 Time and date to be arranged and agreed upon.
- 3.3 A proper fit must be guaranteed.
- 3.4 Contact person is Glenn Knust at 402/441-7185.
- 3.5 Contractor shall measure and guarantee fit of any new employee throughout the term of this contract.

4. UPGRADING

- 4.1 Contractor must maintain uniforms and agree to constant upgrading to keep each individual in uniforms of the best possible grade at all times.
- 4.2 Uniforms must be thoroughly checked quarterly to make any necessary upgrading.
 - 4.2.1 Such checks must include button and zipper repair and/or replacement.
- 4.3 Tags and pins must be furnished for any special instruction that may be required on a normal basis.
- 4.4 Uniforms damaged will be replaced.
 - 4.4.1 Normal wear and tear at no charge.
 - 4.4.2 Abuse at a prorated cost.

5. VACATIONS

- 5.1 On an average the employees are entitled to two weeks vacation, thus the City shall be credited at the end of each year for said vacation.
 - 5.1.1 This will eliminate any questions concerning who is there and who is not.
 - 5.1.2 Exact time credit will be given will be agreed upon at the signing of the contract.

6. SICK LEAVE

- 6.1 Vendor shall state it's policy regarding this section.

7. LOST UNIFORMS

- 7.1 Lost uniforms by the contractor will not be paid for.
- 7.2 Lost uniforms by employees will be paid for on a prorated basis.
 - 7.2.1 Cost of new shirt \$_____.
 - 7.2.2 Cost of new pants \$_____.
 - 7.2.3 Cost of new coveralls \$_____.

8. EMPLOYEE LEAVING EMPLOYMENT

- 8.1 State policy on an individual leaving employment with the City.
 - 8.1.1 Not turning in uniforms_____

- 8.1.2 Time allowed for turning in uniforms_____

- 8.1.3 Any other costs_____

9. QUANTITY

- 9.1 Twenty-three employees, more or less, shall be supplied uniforms on a weekly basis as follows:
 - 9.1.2 Shirts and pants -- 5 changes or 5 dirty-5 clean and one on, can be changed to 6 changes.
 - 9.1.3 Coveralls -- one or two changes or one/two dirty-one/two clean and one on.
 - 9.1.3.1 These are obtained at the option of the employee.
 - 9.1.3.2 Presently seven (7) are receiving coveralls.

10. AWARD OF CONTRACT

- 10.1 In determining the low responsible bids, consideration may be given to the following factors:
 - 10.1.1 Ability, capacity and skill of the bidder to comply with the specifications and perform the work required by the contract.
 - 10.1.1 Character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - 10.1.2 Ability of the bidder to perform the work within the time specified for each project.
 - 10.1.3 Previous and current compliance of the bidder with laws and regulations relating to the work.
 - 10.1.4 Quality of the bidder's performance of previous work.
 - 10.1.5 Cost of the Unit Price Proposal
 - 10.1.6 Any other information deemed relevant to the contract by the City.
 - 10.1.2 Contracts resulting from bid proposals shall not be on an all-or-none basis, and may be awarded to several bidders based on price, scheduling, the ability to complete work on time, quality of work and previous inspection and acceptance of past projects.
 - 10.1.3 The City further reserves the right to analyze bid proposals in detail and to award contracts which the City believes to be in its best interests.
 - 10.1.4 The City may make any investigation deemed necessary to determine the ability of a bidder to perform in accordance with the specifications.
 - 10.1.5 The City reserves the right to reject any bid based on facts resulting from any investigation which indicates that a bidder is not properly qualified to perform the obligations of any resulting contract.

COMPANY NAME _____

**PROPOSAL
SPECIFICATION NO. 04-164**

BID OPENING TIME: 12:00 NOON

DATE: Wednesday, July 21, 2004

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

**THE ANNUAL REQUIREMENTS FOR:
RENTAL OF MAINTENANCE UNIFORMS**

BIDDING SCHEDULE

1.	SHIRTS/PANTS	5 CHANGES	COST PER WEEK	\$_____EA.
2.	SHIRTS/PANTS	6 CHANGES	COST PER WEEK	\$_____EA.
3.	COVERALLS	1 CHANGE	COST PER WEEK	\$_____EA.
4.	COVERALLS	2 CHANGES	COST PER WEEK	\$_____EA.

BID SECURITY REQUIRED:

Yes____ Amount:_____

No X

Special provisions for Commodity Term Contracts are included with the specification document. Bidders are urged to read the Special Provisions before completing the following sections of the Proposal.

Contract Extension Renewal is an option:

Yes _____

No _____

TERM PRICE CLAUSE: BIDDER MUST STATE

(a) Bid prices firm for the full contract period: _____; or

(b) Bid prices subject to escalation/de-escalation: _____.

(c) If (b), state period for which prices will remain firm:

Through _____.

INTER-LOCAL PURCHASING: The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicate on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

____ YES ____ NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

COMPANY REPRESENTATIVE responsible for the administration of this Agreement:

NAME: _____

TITLE: _____

PHONE NO. _____

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC 04-164**

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE No. FAX No.

(Date)

EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

ESTIMATED DELIVERY DAYS (After
receipt of individual orders)

E-MAIL ADDRESS

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, AFTER TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR BIDDING DOCUMENTS.